JOB AID

INITIATE A
JOB CODE AND POSITION NUMBER REQUEST
FOR A <u>Non-WiTS</u> HR ACTION

CASE SAMPLE

<u>1. HR SPECIALIST</u>

1. HR Specialist initiates a Job Code and/or Position Number Request from the *WiTS Action Initiation* area of the work page only for HR actions that are not currently available in WiTS.

   IMPORTANT NOTE: Only use this process to initiate a JC/PN request if it relates to an HR action type that is not currently available within WiTS.   JC/PN requests associated with available WiTS HR Actions (i.e., Recruit/Selection; Career Change; Classification; Change in Work Schedule/Hours; Resignation) MUST NOT be initiated using this procedure, instead they can only be initiated from within that WiTS HR action process.

   a. Click on '**INITIATE JCPN**' to initiate a JC/PN request **for a non-WiTS HR action** that is not currently entered in WiTS but that may require a Job Code or Position Number request to complete. Examples of HR Actions where no workflows are currently available in WiTS include:
      o Realignment
      o Extension of appointment
      o Title 42 Senior Scientific
      o Correction
      o Cancellation

b. Enter the relevant information for the type of action requiring this JCPN request into the mandatory and non-mandatory fields as appropriate. Note that the Action Type field automatically shows "Initiate JCPN".

DHHS/NATIONAL INSTITUTES OF HEALTH
JC/PN Requestor

OHR Office of Human Resources
Partners in Science

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*	Date Recv'd in HR*	Date Entered
4587	sp47e@nih.gov	Initiate JCPN	03/11/2005	03/11/2005 17:21:26

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	03/20/2005

Priority
Medium

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent		Date Initiated/Sent			
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
	James	A	Gibson

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Biologist	GS	0401	09	5		

Position Number		Job Code		CAN	
TK Number		Base Salary		Total Salary	
Certificate Type		Vice			

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Position Number		New Job Code		New CAN	
New TK Number		New Base Salary		New Total Salary	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required		Orientation Location			

COMMENTS

Comments/Status	JCPN Request for non-WiTS extension action

c. Click on the JCPN tab to open the JC/PN request form. Greyed-out fields are auto-filled by the system.

d. Select appropriate *Request Type* from the drop-down menu in the Request Section to retrieve the appropriate forms to be completed.

1) Choosing *Job Code* (only) opens the Job Code Information Section as shown below.

2) Position Number (only) opens the Position Number Information Section as shown below.

Job Code/Position Number Request Form

Request Section- *(To be completed by the CSD Branches)*

				WiTS # 4587

Reason for Request:	Initiate JCPN			Request Type:*
Requestor's Name:		IC/CSD Branch:	OD/B	Position Number ▾
Phone Number:		Fax Number:		PN Request:*
Employee Name:	Gibson, James A	Employee ID:		Create / Activate / Inactivate / Modify / Correct
Proposed Effective Date:	03/20/2005	CRADA Positions:	No ▾	
Branch PM Reviewer		Date Sent to Branch PM Reviewer		

Position Information Section- *(To be completed by the CSD Branches)*

Position Number		Full/Part-Time/Intermittent	▾
Official Supervisor Position Number (Reports to)		Regular Shift (if applicable)	
Name and Title of Official Supervisor		Standard Hours (Per Week)	0
Position Occupied (Competitive/Excepted)	▾	Compensation Frequency (Annual, Daily, Hourly)	▾
Comp Level Code (3 Digit Code)		Bargaining Unit	▾
Date Position Classified		Union Code (if applicable)	
Department (Admin Code)		Target Grade of Position	▾
Location Code/Position Location	▾	Functional Sensitivity Code	N-Non-Computer ▾
Regular/Temporary (Position)	▾	Job Sensitivity Code	▾
Exempt Type	▾		

Position Management Team Section- *(To be completed by the Position Management Team)*

PM Team Issuer		# of Submissions to PM Team	0
Date Sent to PM Team		Date Completed By PM Team	
Date Sent to PM Team Assistant		Date Returned From PM Team Assistant	
Position Number		Position Number Decision	Modified position number / Created new position number / Inactivated position number

Comments

Comments	

3) Choosing *JCPN* (Job Code & Position Number) opens both the Job Code Information Section <u>and</u> the Position Number Information Section as shown below.

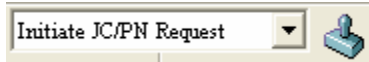## Job Code/Position Number Request Form

Request Section- (*To be completed by the CSD Branches*) WiTS # 4587

Reason for Request:	Initiate JCPN		Request Type:*
Requestor's Name:		IC/CSD Branch: OD/B	JC/PN
Phone Number:		Fax Number:	JC Request:* PN Request:*
Employee Name:	Gibson, James A	Employee ID:	Create / Activate / Inactivate / Modify / Correct
Proposed Effective Date:	03/20/2005	CRADA Positions: No	Create / Activate / Inactivate / Modify / Correct
Branch PM Reviewer		Date Sent to Branch PM Reviewer	

Job Code Information Section- (*To be completed by the CSD Branches*)

Job Code Number		Pay Basis (PA/PD/PH)	
Occupational Series(4-digit code)		Functional Classification Category	
Official Position Title Description		Pay Plan	
Manager Level (Supervisory Level)		Special Pay Table (if applicable)	
FLSA Status		Salary Grade	

Position Information Section- (*To be completed by the CSD Branches*)

Position Number		Full/Part-Time/Intermittent	
Official Supervisor Position Number (Reports to)		Regular Shift (if applicable)	
Name and Title of Official Supervisor		Standard Hours (Per Week)	0
Position Occupied (Competitive/Excepted)		Compensation Frequency (Annual, Daily, Hourly)	
Comp Level Code (3 Digit Code)		Bargaining Unit	
Date Position Classified		Union Code (if applicable)	
Department (Admin Code)		Target Grade of Position	
Location Code/Position Location		Functional Sensitivity Code	N-Non-Computer
Regular/Temporary (Position)		Job Sensitivity Code	
Exempt Type			

Position Management Team Section- (*To be completed by the Position Management Team*)

PM Team Issuer		# of Submissions to PM Team	0
Date Sent to PM Team		Date Completed By PM Team	
Date Sent to PM Team Assistant		Date Returned From PM Team Assistant	
Job Code Number		Job Code Decision	Created new job code / Incomplete request - return to requestor for correction/information / Reviewed position record - no request/action necessary
Position Number		Position Number Decision	Modified position number / Created new position number / Inactivated position number

Comments

Comments	

e. HR Specialist enters Job Code and/or Position Number request information as appropriate. *This is an example of a combined Job Code and Position Number request.*

Complete the JC/PN form as appropriate for the related non-WiTS action. For example, below is a request to activate a job code and modify a position number for a non-WiTS HR action. Identify the type of HR action this request is for within the Comments Section.
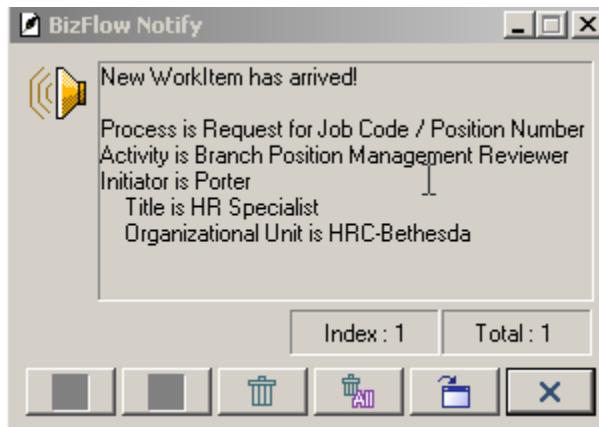
Job Code/Position Number Request Form

Request Section- (*To be completed by the CSD Branches*)

WiTS # 4587

Field	Value	Field	Value
Reason for Request:	Initiate JCPN		Request Type:* JC/PN
Requestor's Name:		IC/CSD Branch:	OD/B
Phone Number:	3015941462	Fax Number:	3014801461
Employee Name:	Gibson, James A	Employee ID:	
Proposed Effective Date:	03/20/2005	CRADA Positions:	No
Branch PM Reviewer		Date Sent to Branch PM Reviewer	

JC Request:*
Create
Activate
Inactivate
Modify
Correct

PN Request:*
Create
Activate
Inactivate
Modify
Correct

Job Code Information Section- (*To be completed by the CSD Branches*)

Field	Value	Field	Value
Job Code Number	111111	Pay Basis (PA/PD/PH)	PA
Occupational Series(4-digit code)	0401	Functional Classification Category	11 - Research
Official Position Title Description	Biologist	Pay Plan	GS
Manager Level (Supervisory Level)	8-Nonsupervisory	Special Pay Table (if applicable)	
FLSA Status	Exempt	Salary Grade	09

Position Information Section- (*To be completed by the CSD Branches*)

Field	Value	Field	Value
Position Number	99999999	Full/Part-Time/Intermittent	Full-Time
Official Supervisor Position Number (Reports to)	33333333	Regular Shift (if applicable)	
Name and Title of Official Supervisor	Sally Jones, Lab Chief	Standard Hours (Per Week)	40
Position Occupied (Competitive/Excepted)	Competitive	Compensation Frequency (Annual, Daily, Hourly)	Annual
Comp Level Code (3 Digit Code)	999	Bargaining Unit	8888
Date Position Classified		Union Code (if applicable)	
Department (Admin Code)	HNAM4	Target Grade of Position	11
Location Code/Position Location	240130031 - Bethesda	Functional Sensitivity Code	N-Non-Computer
Regular/Temporary (Position)	Temporary	Job Sensitivity Code	1 Nonsensitive
Exempt Type	N/A		

Position Management Team Section- (*To be completed by the Position Management Team*)

Field	Value	Field	Value
PM Team Issuer		# of Submissions to PM Team	0
Date Sent to PM Team		Date Completed By PM Team	
Date Sent to PM Team Assistant		Date Returned From PM Team Assistant	
Job Code Number		Job Code Decision	Created new job code / Incomplete request - return to requestor for correction/information / Reviewed position record - no request/action necessary
Position Number		Position Number Decision	Modified position number / Created new position number / Inactivated position number

Comments

Comments: Extension of Appt for 1 year

f. HR Specialist selects "***Initiate JC/PN Request***" and clicks on to forward the action to the Branch Position Management Reviewer's worklist.

2. BRANCH PM (POSITION MANAGEMENT) REVIEWER

The HR Specialist, who has been designated as the Branch's PM (Position Management) Reviewer, receives e-mail or WiTS pop-up window notification that a new JCPN workitem has been received.

a. The Branch PM Reviewer opens the JCPN action to retrieve.

b. Review for accuracy and completeness and edit, if necessary.

c. Branch PM Reviewer selects "**_Send to Position Management Team_**" and clicks on to forward the action to the CSD PM (Position Management) Team to process JCPN request.

3. HR SPECIALIST

HR Specialists receive email notice that the JCPN request has been submitted to the CSD Position Management Team for action.
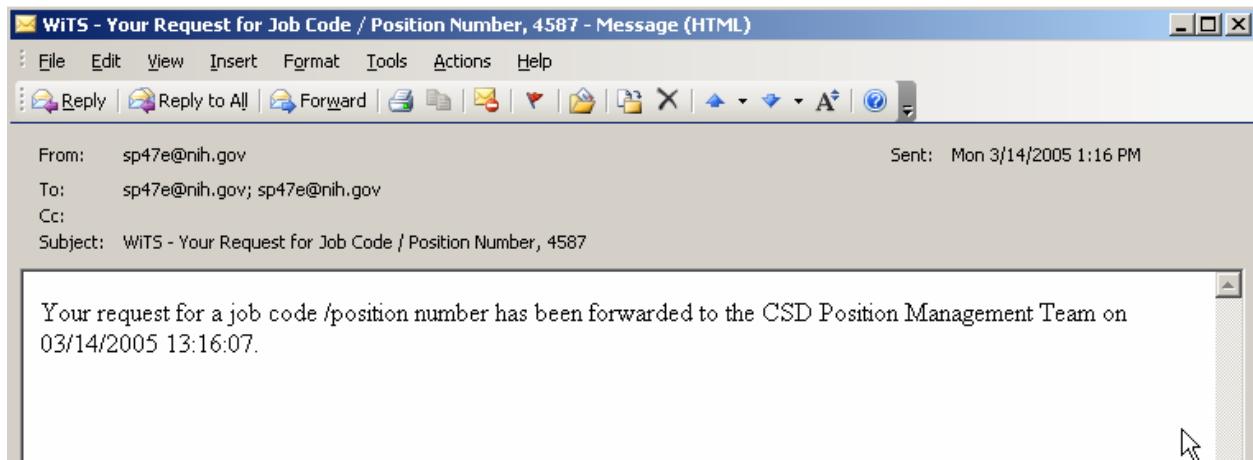
4. PM (POSITION MANAGEMENT) TEAM ISSUER (CSD/OD)

a. The PM Team Issuer opens the Job Code/Position Number Request to retrieve.

b. Complete and issue the JCPN as appropriate. *For example,*

c. PM Team HR Specialist selects "***Request Complete – Send Email…***" and clicks on to assign the final Job Code and/or Position Number for the action.

d. This sends an email notification to the requester and PM Reviewer and closes and archives the completed request.
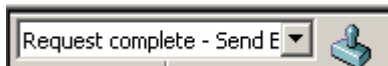
5. **HR SPECIALIST**

HR Specialist and Branch PM Reviewer receive e-mail notification that Job Code/Position Number request has been assigned/completed.
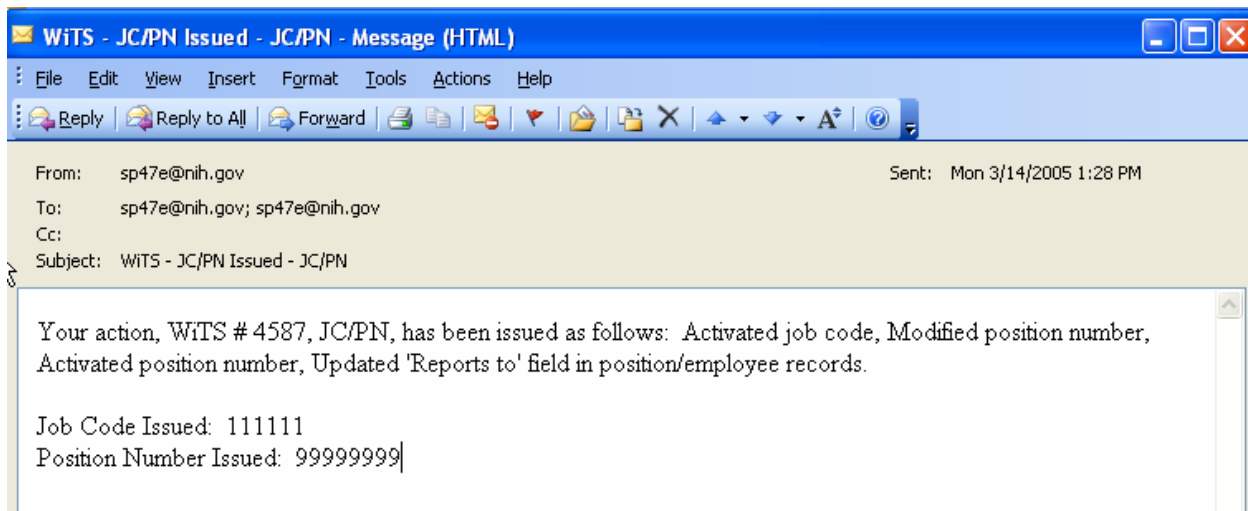
a. To view the completed JCPN Request form, HR Specialist:
   o Locate the WiTS JCPN Request within the ***Archived*** Bizcove of the work page.
   o Click the checkbox next to the appropriate WiTS JCPN action.
   o Click on "Detail" button
   o Click to check the last completed activity checkbox in the pop-up window
   o Click the "View" tab.
   The completed JCPN Request form opens. This form cannot be edited, but user can review, print, and/or save it if needed. For example,

Job Code/Position Number Request Form

OHR

Request Section- (*To be completed by the CSD Branches*)

WiTS # 4587

Reason for Request:	Initiate JCPN		

Request Type:* JC/PN

Requestor's Name:	Porter, Sharon	IC/CSD Branch:	OD/B
Phone Number:	3015941462	Fax Number:	3014801461
Employee Name:	Gibson, James A	Employee ID:	
Proposed Effective Date:	03/20/2005	CRADA Positions:	No
Branch PM Reviewer	Porter, Sharon	Date Sent to Branch PM Reviewer	03/11/2005 05:59 PM

JC Request:*
Create
Activate
Inactivate
Modify
Correct

PN Request:*
Create
Activate
Inactivate
Modify
Correct

Job Code Information Section- (*To be completed by the CSD Branches*)

Job Code Number	111111	Pay Basis (PA/PD/PH)	PA
Occupational Series(4-digit code)	0401	Functional Classification Category	11 - Research
Official Position Title Description	Biologist	Pay Plan	GS
Manager Level (Supervisory Level)	8-Nonsupervisory	Special Pay Table (if applicable)	
FLSA Status	Exempt	Salary Grade	09

Position Information Section- (*To be completed by the CSD Branches*)

Position Number	99999999	Full/Part-Time/Intermittent	Full-Time
Official Supervisor Position Number (Reports to)	33333333	Regular Shift (if applicable)	
Name and Title of Official Supervisor	Sally Jones, Lab Chief	Standard Hours (Per Week)	40
Position Occupied (Competitive/Excepted)	Competitive	Compensation Frequency (Annual, Daily, Hourly)	Annual
Comp Level Code (3 Digit Code)	999	Bargaining Unit	8888
Date Position Classified		Union Code (if applicable)	
Department (Admin Code)	HNAM4	Target Grade of Position	11
Location Code/Position Location	240130031 - Bethesda	Functional Sensitivity Code	N-Non-Computer
Regular/Temporary (Position)	Temporary	Job Sensitivity Code	1 Nonsensitive
Exempt Type	N/A		

Position Management Team Section- (*To be completed by the Position Management Team*)

|			
PM Team Issuer	Porter, Sharon	# of Submissions to PM Team	1
Date Sent to PM Team	03/14/2005 01:16 PM	Date Completed By PM Team	03/14/2005 01:28 PM
Date Sent to PM Team Assistant		Date Returned From PM Team Assistant	
Job Code Number	111111	Job Code Decision	Inactivated job code / Activated job code / Modified job code
Position Number	99999999	Position Number Decision	Updated 'Reports to' field in position/employee records / Reviewed position record - no request/action necessary / Corrected position number

Comments

Comments	Extension of Appt for 1 year